AGENDA

July 12, 2018 5:30 P.M.

I. Call to Order
   A. The meeting is called to order at __________.
   B. Pledge of Allegiance
   C. Roll-Call
      Commissioner Valeria Dixon, Chairperson Present
      Commissioner Michael Salazar, Vice Chairperson Present
      Commissioner George Bohn, Member Present

II. Approval of Agenda

   Moved: __________ Seconded __________
   Discussion: __________________________________________________________
   Vote: Dixon: __________ Salazar: __________ Bohn: __________

III. Public Comments

   Note
   1. The public may address the Commission on any matter pertaining to the Personnel
      Commission that is not on the agenda. The Commission may not discuss or take action on
      an issue not on the agenda, except to ask questions or refer matters to staff. The public
      may address items on the agenda when such items are being considered.
      (Government Code 45954.3)
   2. Each speaker may speak only once.
   3. A five (5) minute time limit will be allotted to each speaker, unless extended by the
      Chairperson.
   4. A Request to Speak form must be completed before the meeting is called to order and
      submitted to the Chair in order to speak.

IV. Action Items

   A. The Commission will consider approving the following eligibility list(s):

      1. Instructional Tutor LH/PH Exam # 18-038
      2. Program Clock and Fire Alarm Technician Exam # 18-040

   Moved: __________ Seconded __________
   Discussion: __________________________________________________________
   Vote: Dixon: __________ Salazar: __________ Bohn: __________
B. The Commission will consider approving the following recruitments:

1. Computer Specialist III  
   Open/Promotional  
   07/05/2018-07/31/2018
2. Custodian II  
   Promotional Only  
   07/05/2018-07/31/2018
3. Data Quality Specialist  
   Open/Promotional  
   07/05/2018-07/31/2018
4. Help Desk Technician  
   Open/Promotional  
   07/05/2018-07/31/2018
5. Instructional Tutor Deaf and Hard of Hearing (DHH)  
   Open/Promotional  
   07/11/2018-08/07/2018

Moved: __________  
Seconded: __________  

Discussion: __________________________________________________________________________

Vote: Dixon: __________  Salazar: __________  Bohn: ________

C. The Commission will consider approving the Second Reading to amend Personnel Commission Rules as submitted.

Moved: __________  
Seconded: __________  

Discussion: __________________________________________________________________________

Vote: Dixon: __________  Salazar: __________  Bohn: ________

D. The Commission will consider approving the new classification specification as submitted:

1. Benefits Supervisor  
   Salary Range M16

Moved: __________  
Seconded: __________  

Discussion: __________________________________________________________________________

Vote: Dixon: __________  Salazar: __________  Bohn: ________

E. The Commission will consider the reclassification recommendation for Benefits Representative, effective ______.

Reference: 3.16, 3.16.1, 3.16.2

Moved: __________  
Seconded: __________  

Discussion: __________________________________________________________________________

Vote: Dixon: __________  Salazar: __________  Bohn: ________

F. The Commission will consider approving the Personnel Commission Staff to attend the 2018 NEOGOV Annual Training Conference on Thursday, October 11, 2018 and Friday, October 12, 2018 at The Mirage Hotel, Las Vegas. The conference and hotel cost not to exceed $7,000.00.

Moved: __________  
Seconded: __________  

Discussion: __________________________________________________________________________

Vote: Dixon: __________  Salazar: __________  Bohn: ________

G. The Commission will consider approving the minutes for June 20, 2018.

Moved: __________  
Seconded: __________  

Discussion: __________________________________________________________________________

Vote: Dixon: __________  Salazar: __________  Bohn: ________
V. Commissioner’s/Director’s Comments

VI. Closed Session:

The Commission adjourned into closed session at ________ pursuant to Government Code Section 54957 to discuss:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Title: Personnel Commission Director
   Personnel Analyst

2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
   Employee # 18-1003
   Employee # 18-1004
   Employee # 18-1005

The Commission reconvened into open session at _________ and announced the following action taken in closed session.

Adjournment:

The Commission adjourned the meeting at _____.